



# WMS Career Opportunity



## About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

**POSITION:** Rules and Contracts Coordinator  
**LOCATION:** Tumwater, Washington  
**OPENS:** September 19, 2006  
**CLOSES:** Open until filled\*

*\* Your prompt response is encouraged as initial review of application materials will begin September 29, 2006.*

Reporting to the Strategic Initiatives Manager, this position coordinates and administers the Washington Administrative Code (WAC) program and coordinates professional contract administration for the Department of Retirement Systems.

Pursuant to the Administrative Procedures Act, this position coordinates the development of rules necessary to support the administration of the eight public retirement systems and the Deferred Compensation Program administered by the Department of Retirement Systems. Conducts public hearings and solicits stakeholder input on proposed rules. Works directly with Executive Management to strategically identify and recommend potential amendments to WACs and statutes that will clarify or improve system administration. Conducts an ongoing review of existing rules for compliance.

Coordinates the agency's contract administration and procurement process. Responsible for: negotiation and preparation of complex contracts, preparing requests for proposals, requests for information, requests for qualifications and quotes, interagency agreements, leases and letters of understanding to provide or obtain goods and services for the agency.

### Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

### Desirable Qualifications

The desired candidate for this position will possess:

- A Bachelor's degree in public administration, political science or related field;
- Three years of rule making experience in the public sector;
- Two years of contract management experience; and
- Demonstrated proficiency in the following competency areas:

*Customer Focus* – Dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

*Ethics and Values* – Adheres to appropriate and effective set of core values and beliefs and actions are congruent with those values.

*Decision Quality* – Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

*Functional/Technical Skills* – Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

*Verbal and Written Communications* – Effectively expresses ideas and information in writing and through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

*Planning* – Accurately scopes and estimates length and difficulty of tasks and projects; sets clear objectives and goals; breaks down work into process steps; develops schedules; monitors completion and quality of tasks; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

## **Compensation**

\$60,000-\$70,000 per year, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

## **How To Apply**

Interested applicants who meet the qualifications and competencies identified in this announcement are invited to apply for consideration by submitting the following:

- A resume detailing the name(s) of employer(s) and length of employment;
- A letter of interest describing applicable qualifications and experience relative to the desirable qualifications and competencies for this position; and
- Three professional references with current telephone numbers.

Completed application materials may be submitted to:

[HumanR@drs.wa.gov](mailto:HumanR@drs.wa.gov) - Please include the title of this position in the Subject line.

OR

Department of Retirement Systems  
ATTN: Human Resources  
PO Box 48380  
Olympia, Washington 98504-8380  
FAX: (360) 586-4225

All application materials will be screened to determine who will participate in the interview process.

*The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.*